



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20150522	POSITION: Business Intelligence & Data Quality Analyst
OPENING DATE: May 22, 2015	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday - Friday	STARTING RANGE: \$86,680 - \$108,350 (Grade 10) (Career Service); Entire Range: \$86,680 - \$133,921
LOCATION: 900 7th Street, NW, 2nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular
<u>This position is NOT in a collective bargaining unit.</u>	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD:

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY:

The Business Intelligence (BI) and Data Quality (DQ) Analyst's role is to strategically design, implement, and operate BI and DQ software and systems, including integration with databases and master data management systems. This includes selecting, blueprinting, gathering requirements, designing, and rolling out BI & DQ solutions to end users. The Business Intelligence & Data Quality Analyst is also responsible for ensuring high levels of BI availability through support functions and in-depth testing.

The position also includes managing the Data Reclamation functions, electronic employer reporting of active member data, STAR retiree data feeds from the Department of Treasury, investment positions and performance reporting from the agency's custodial bank.

The analyst is expected to provide strategic input into the architecture, configuration, and operation of the agency's data and database systems. Thoroughly understanding the urgency to serve the different business units, this position works on a broader variety of systems for different departments of the agency in managing and reporting on data and database platforms for all applications including Enterprise Data Quality, FileNet, Kofax, Financial Management System, Master Data Management, Retirement Modernization program and future pension system thereby ensuring in-depth usage and understanding of the information used to manage the agency and make decisions. .

PRIMARY RESPONSIBILITIES:

Database Manager Responsibilities:

Strategy & Planning

1. Assess and cultivate long-term strategic goals for BI development in conjunction with end users, managers, clients, and other stakeholders.
2. Develop and deliver long-term strategic goals for data architecture vision and standards in conjunction with data users, department managers, agency staff, and other key stakeholders.

3. Create short-term tactical solutions to achieve long-term objectives and an overall data/database management roadmap.
4. Establish processes for governing the identification, collection, and use of corporate metadata; take steps to assure metadata accuracy and validity.
5. Establish methods and procedures for tracking data quality, completeness, redundancy, and improvement.
6. Conduct data capacity planning, life cycle, duration, usage requirements, feasibility studies, and other tasks.
7. Maintains and controls the data/database project budget, schedule and resources
8. Create strategies and plans for data security, backup, disaster recovery, business continuity, and archiving.
9. Ensure that data strategies and architectures are in regulatory compliance.

Operational Management

1. Assess and determine governance, stewardship, and frameworks for managing data across the organization.
2. Develop and promote data management methodologies and standards.
3. Select and implement the appropriate tools, software, applications, and systems to support data technology goals.
4. Oversee the mapping of data sources, data movement, interfaces, and analytics, with the goal of ensuring data quality.
5. Collaborate with project managers and business unit leaders for all projects involving enterprise data.
6. Address data-related problems in regards to systems integration, compatibility, and multiple-platform integration.
7. Direct, organize, and lead projects in the implementation and use of new BI software tools and systems.
8. Lead the integration efforts for merging BI & Quality platforms with enterprise systems and applications.
9. Design, configure, test, and document all new or modified BI systems, applications, and programs.
10. Develop the semantic layer, metadata, reports, and report definitions.
11. Develop graphs and portal interfaces.
12. Assist in the design of databases and data warehouses to ensure interoperability with BI solutions.
13. Analyze user requirements and, based on findings, design functional specifications for BI & Quality front-end applications.
14. Produce ETL design guidelines to ensure a manageable ETL infrastructure for the BI & Quality systems.
15. Work with project managers to ensure that data entry, retrieval, change, and delete functions meet business requirements for project completion.
16. Conduct job duties and responsibilities according to the organization's business systems development methodology and/or its Systems Development Life Cycle (SDLC) methodology.
17. Design and deliver end-user training and training materials; provide technical support as necessary.
18. Troubleshoot BI & Quality tools, systems, and software; performance-tune these applications as necessary.
19. Act as evangelist for BI & Quality benefits across the organization; promote BI usage to relevant departments.
20. Mentor and/or provide leadership to junior members of the team.

Data management

1. Overseeing the day-to-day running of the specific system or program, including enforcing policies, maintaining systems and responding to user requests.
2. Design and direct the governance activities associated with ensuring database standards compliance.
3. Responsible for data projects, including project planning, resource allocation, requirements gathering, architecture, database and features development
4. Manages project scope, risk and issue resolution
5. Manages integration of data solutions into the enterprise technical architecture and business environment
6. Provide best practice recommendations and industry standard procedures for utilizing all data/database products specific to the business environment
7. Provide data and quality management services focusing on executing technology strategy that entails planning, designing, implementing, maintaining, and controlling and deploying with heavy emphasis on Master Data Management (MDM) system, Data Warehousing and future pension system.
8. Lead data management and integration initiatives in ensuring data quality, data integration, data integrity and data warehouse or metadata management ensuring that they meet the business needs of the organization.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal and communication skills
- Strong presentation and interpersonal skills.
- Ability to present ideas in user-friendly language.
- Excellent project management skills, with demonstrated track record
- Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation
- Budget planning and management
- Problem-solving, negotiation and decision-making skills to influence management, as well as internal and external partners
- Demonstrated leadership abilities; effective in matrix management and team building
- Works well with others in an integrated team environment
- Self-motivated and a problem solver
- Experienced in facilitation and negotiating
- Intercultural competence

BEHAVIORAL COMPETENCIES:

- Ability to work with significant level of independence and autonomy.
 - Ability to work well under minimal supervision.
 - Strong analytical and problem-solving skills to enable effective security incident and problem resolution.
 - Proven ability to work under stress in emergencies, with the flexibility to handle multiple high-pressure situations simultaneously.
 - Strong team-oriented interpersonal skills, with the ability to interface effectively with a broad range of people and roles, including vendors and IT-business personnel.
 - Strong customer/client focus, with the ability to manage expectations appropriately, provides a superior customer/client experience and builds long-term relationships.
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- Ability to influence others and demonstrate project leadership by working producing work in a timely and cost effective manner.
 - Ability to maintain confidentiality of records and information.
 - Stays abreast of concepts and trends through attendance at meetings, seminars, conferences, etc. Informs supervisor of new developments/trends.

QUALIFICATIONS:

- Bachelor's degree in computer science, information systems, business administration or related field; or equivalent work experience.
- 7 years of IT and business/industry work.
- Three years of project management experience.
Experience engaging key stakeholders

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: Grade 10

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

RANKING FACTORS: NONE

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the “Working at DCRB” page on DCRB’s website. You may view the page here:
<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY:

Via U.S. Mail to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Via Fax to: (202) 343-3302
Attention: HR Director

Via Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: “PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO

LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE.”



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

